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1865

MOWER HOSPITAL

RULES AND SPECIAL ORDERS.



J.W. Arthur, Archt.

- 1 Chapel
- 2 Bible Class Room
- 3 Post Office
- 4 Carpenter Shop
- 5 Band Quarters
- 6 Dining Room for Attendants
- 7 Conservatory

- 8 Engine Room
- 9 Manufactory for Ice Creams & apparatus for roasting and grinding Coffee by Steam
- 10 General Kitchen
- 11 Butcher Shop
- 12 Milk House
- 13 Bat & Room House
- 14 Extra Diet Kitchen
- 15 Operating Room
- 16 Guard House
- 17 Butcher Store
- 18 Surgeons Quarters
- 19 Dispensary
- 20 General Office
- 21 Convalescent Quarters

F.S. Duval & Son, Lith. Philad.

MOWER U.S. GENERAL HOSPITAL,

Chestnut Hill, Philadelphia

Entered according to Act of Congress in the year 1862, by J.W. Arthur, in the Clerk's Office of the Dist. Court of the United States for the Eastern Dist. of Pennsylvania

- 22 Executive Officers Quarters
- 23 Surgeons Mess Room
- 24 Officers Quarters of U.S. Corps
- 25 Dr. Masters & Med. Surgeons Quarters
- 26 Barracks for Invalids not under treatment
- 27 Various Quarters, Capt. Barracks
- 28 Stable with Six Stalls & Sigmata
- 29 Bat Depot
- 30 Blacksmith & Wheelwright Shop
- 31 Stables
- 32 Rail Road Depot
- 33 Depot for Reception of Patients
- 34 Hospital Freight Depot
- 35 Knapsack Depot
- 36 Laundry
- 37 Shipping Room for Linen and Blankets
- 38 Reception Rooms
- 39 Commensary Depot
- 40 Store House

Length of Forester, half mile
Acres enclosed 17
Arrangement of grounds on a scale
of 1 inch = 100 feet

J. Queen del.

RULES

204

AND

SPECIAL ORDERS

OF THE

✓
MOWER UNITED STATES ARMY

Mower GENERAL HOSPITAL

AT

CHESTNUT HILL, PHILADELPHIA.



PHILADELPHIA:

J. B. LIPPINCOTT & CO.

1865.

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1865

These Rules and Special Orders being for the better government of the Hospital, the officers are requested to see that they are strictly complied with.

J. HOPKINSON,

U. S. Vols., Commanding.

MOWER U. S. ARMY HOSPITAL.

THE MOWER U. S. ARMY GENERAL HOSPITAL is situated on an elevated plateau four hundred feet above tide-water, in one of the rural districts of Philadelphia.

It is constructed of wood, lined with dressed boards on the inside and lathed and plastered on the outside. It consists of fifty pavilions, extending from a corridor of flattened ellipsoidal form. The corridor is sixteen feet wide and twenty-four hundred feet long, inclosing a space of seven acres. In the center of this inclosed space is the Administration Building. This building is connected with the wards by means of a transverse corridor, and another corridor connects it with the front entrance of the Hospital. In the inclosed space are situated the Chapel, School-room, Post-office, Barber-shop, Band's Quarters, General Dining-room for attendants, Laboratory, Boiler-house, Engine-room and Manufactory for roasting and grinding coffee, and making ice-cream by steam, Conservatory, General

Kitchen, Carpenter-shop, Band-stand, Operating-room, Dead-house, Guard-house, Sutler-shop, Extra Diet Kitchen, Butcher's-room, Ice and Milk-house, and Deposit-rooms for kitchen offal.

On each side of the rear of the Hospital are the Barracks, built L-shaped, and connected with the body of the Hospital by corridors. The Barrack located on the northeast corner is for convalescents not under medical treatment, for quarters for the Veteran Reserve Corps officers, and store-rooms for the Quartermaster's and Purveyor's Departments.

The Barrack on the northwest corner is for the Veteran Reserve Corps Hospital Guards and general dining-room.

The capacity of the Hospital is 3600 beds; of these 3100 are for patients and 500 for attendants and guards.

Forty-seven of the pavilions are wards for patients. Each building is 175 feet in length, 20 feet wide, 13 feet to eaves, and 19 feet to ridge. The dining-room at the entrance of ward is 20 by 10 feet, the scullery adjoining is 8 by 10 feet. At the further end of the pavilion are the Wardmaster's room, 10 by 12 feet; Water-closet, 12 by 12; Wash-room, 12 by 6; and Bath-room, 10 by 12 feet. Each ward contains 63 beds.

The offices are located in the first floor of the Administration Building. These consist of the

Commanding Officer's Quarters, Executive Office, General Office, and Dispensary. On the second floor of this building are 32 rooms for the Medical Officers.

The Hospital is ventilated by the ridge ventilation, and openings 1 foot square, flush with the floor, between each bed. The drainage is by a culvert 20 by 30 inches with 19 feet grade, also connecting terra-cotta pipes 14 inches in diameter.

The security against fire consists of a fire-alarm telegraph—which strikes the districts—4000 feet of hose, 3 hose carriages, 1200 fire-buckets, 200 fire-axes, 24 ladders, stationary fire-pump, and well-drilled fire-brigade.

The Hospital is supplied by gas from the city works. The diets are delivered to the wards by means of a railway and cars.

RULES AND SPECIAL ORDERS.

GENERAL ORDERS.

OFFICERS of the Veteran Reserve Corps and Surgeons in charge of wards must not write any official letters whatever about Hospital business, except through the Surgeon Commanding.

All indorsements upon official letters, and all official papers of every description, must be signed by the Surgeon Commanding. This includes all orders for transportation as well as any other business outside the Hospital.

All details of Contract nurses must be submitted to the Surgeon Commanding for his approval.

Requisitions on all Departments must be first approved by the Executive Officer before they are issued.

Stewards in charge of Departments must turn in to the Quartermaster's Department all their broken and damaged stores, that they may be condemned by Inspection Report.

No tacked down carpet will be allowed in any of the sleeping-rooms of the Hospital.

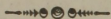
The orderlies in charge of the attendants' room over the Laundry must allow no one to be in the

rooms during the daytime, unless by special permission in writing from the Executive Officer.

No passes will be issued on Sundays, either to the Veteran Reserve Corps or patients, except directly by the Surgeon Commanding, or in case of his absence, by the Executive Officer in charge.

No member of the Band must leave the Hospital without permission from the Leader of the Band. Any one absent without leave will forfeit ten dollars for each and every day or part of day he may be absent.

Officers occupying rooms in the Administration Buildings are required to extinguish all lights in their quarters before leaving them. The doors should be left open in order that the Engineers and Watchmen may have free access to see that the fires and lights are properly attended to.



EXECUTIVE OFFICER.

The Executive Officer is the Adjutant of the Hospital, and represents the Commanding Officer and always acts under his orders. All official house orders are signed by him.

In the temporary absence of the Commanding Officer, the Executive Officer will have charge of the Hospital, and his orders must be obeyed accordingly.

He will have a general supervision of the Hospital, and from time to time consult with the Commanding Officer upon its condition.

He will see that all orders issued by the Commanding Officer are properly carried out.

He will receive and examine all reports from Surgeons in charge of wards, Heads of Departments, Boards for Misconduct and Punishment, Boards of Examination, and Applications for Furloughs, and submit them to the Commanding Officer for approval.

He will detail a sufficient number of clerks to assist him in the duties of the Executive Office and in making the following reports:

Daily. Morning Report to Medical Director of number of patients in Hospital, number of Contract men, Stewards, and women, number of beds occupied, and total number of beds in the Hospital. The changes of gain and loss among the patients are accounted for by name in this report.

A consolidated report to the Executive Officer of the morning reports of Surgeons in charge of the wards.

Issue countersign. Make a synopsis of work done during the day in the Executive Office to the Surgeon Commanding.

Weekly. On Saturdays a report to the Medical Director of all the Medical officers on duty in the Hospital, their rank and title, names of the Chaplains, and the date of their assignment, the names of Veteran Reserve Corps officers and Stewards.

All changes among the officers, etc. must be noted in the first report subsequent to such change.

The loss and gain among the patients is also accounted for (numerically) in this report.

On every Saturday morning a report to Medical

Director of the number of Medical officers on duty at the Hospital, number of Chaplains, Hospital Stewards, Contract nurses, Matrons, Veteran Reserve Corps officers and Veteran Reserve Corps men.

Monthly. On the last day of every month an alphabetical list to the Medical Director of all Medical officers on duty at the Hospital, the dates of their contracts, by whom made, rate of compensation, and source and date of assignment. All changes occurring during the month must be noted in this report.

On the last day of every month a report to the Medical Inspector of the number of patients in the Hospital, gain and loss during the month, causes of deaths during the month, vaccinations and their results, diseases prevalent among cases admitted, and diseases occurring in the Hospital during the month among the patients.

On the last of every month three copies of muster and pay rolls of all the Contract men on duty in the Hospital, giving the time for which there is pay due each man: two copies are for the Medical Purveyor, and one to be retained at the Hospital.

On the last day of every month two reports of station of commissioned officers: one to the Surgeon-General, the other to the Adjutant-General.

On the last day of every month a requisition on the Post Quartermaster for the postage account of the month.

On the first day of every month a requisition on the Post Quartermaster for the forage required during the month for public and private animals.

On the fifteenth day of every month a report to the Medical Director of all the Contract men on duty at the Hospital, giving their names, date of contract, and by whom made. All changes occurring during the month must be noted in this report.

On the last day of every month a letter to the Assistant Adjutant-General of the post requesting transportation hence to Philadelphia, to cover the account of the P. G. and N. RR. Co.

All discharges of soldiers are to be made in the Executive Office under the supervision of the Executive Officer, and a record kept of the name, rank, company, regiment, date of discharge, date of forwarding of certificates to Adjutant-General's Office, Washington, post-office address, diagnosis and degree of disability.

The date of discharge in each case must be reported to the officers authorizing the discharge.

All discharges of Contract men are to be made in the Executive Office, and final statements furnished the men discharged.

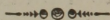
All furloughs are to be made in the Executive Office, and a record kept of the name, rank, company, regiment, date of furlough, and time for which given.

In the case of soldiers dying in the Hospital, a record of their deaths, inventory of effects, descriptive list (if in Hospital), and final statements, are forwarded to the Adjutant-General U. S. A. A notification of their death and copy of inventory of effects are also forwarded to the commanding officer of the company to which the deceased belonged.

All official letters and indorsements requiring the

signature of the Surgeon Commanding are to be prepared in the Executive Office, as well as all official letters from Departments.

Copies of all official letters, indorsements, general and official orders, should be preserved, and all official documents should be filed in the Executive Office.



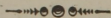
RECEPTION OF PATIENTS.

When patients are received at the Hospital they will be mustered in the Reception Depot; each knapsack to be opened and inspected, all soiled clothing removed, marked with the number of the ward and bed to which the patient is assigned, and given in charge of the Steward of the Laundry.

All ammunition must be removed from the knapsacks and cartridge-boxes.

Knapsacks and other property must be checked and placed in the Knapsack-room.

Receiving officers shall receive the patients according to the printed form.



DUTIES OF SURGEONS IN CHARGE OF WARDS.

A bath must be given to each patient soon as practicable after admission.

Surgeons in charge of wards are strictly enjoined to report to the Executive Officer all patients fit for

duty with their regiments, and on no account to keep men back who are able to do duty in the field.

They must be at their stations during the inspection of the Surgeon Commanding, and call his attention to any subject requiring his supervision.

They are required to make a special report to the Executive Officer of all new surgical cases admitted to their wards, stating the location and character of the injury. No surgical operation must be performed without consulting the Surgeon Commanding, Executive Officer, or Consulting Surgeon.

The diagnosis of cases must be made up in three days after the arrival of the patients, and the name of the disease written out in full upon the bed-tickets.

Case books must be carefully and promptly written up, and the Surgeons will be required to keep an accurate medical account of all their patients, and must also record the age of the patient, nativity, conjugal condition, the date and on what occasion wounded, and nature of missile or weapon.

They will report to the Executive Officer at their earliest convenience the names of patients under their care who are laboring under diseases of the Nervous System.

They will report the names of men under their charge who have not been vaccinated, and obtain vaccine matter at the Dispensary, and vaccinate such patients without delay.

When a case of Small-pox occurs in the Hospital, the Surgeon in charge of the ward in which the case occurs will see that the patient is at once isolated and reported to the Executive Officer, and as

soon as practicable the case must be transferred to the Small-pox Hospital.

Surgeons will report to the Executive Officer as soon as practicable the ward and bed number of Syphilitic cases to be transferred to Ward 29.

All deaths must be reported to the Executive Officer; the deceased must be at once removed to the Dead-house.

The wards must be kept always in a cleanly condition, and the dining-room tables must be washed after each meal.

Surgeons will be careful to see that water is not thrown on the ward floors, which should be swabbed up with a wet cloth, and kept well swept; if they require scrubbing, permission must be had from the Executive Officer.

They will pay attention to policing the vacant spaces between the wards, forbid the throwing there of ashes or other refuse matter, and report to the Executive Officer any articles for removal.

The greatest care must be exercised in policing the wards and corridor. The Wardmasters must have charge of this detail, and police the corridor three times daily.

Every patient capable of doing so, must perform police duty in the ward, and if necessary, attend to nursing others who may be confined to their beds.

Two covered buckets for dressing wounds shall be supplied by the Wardmaster to each dresser: one bucket to receive the bandages to be retained and washed, the other containing a small quantity of disinfectant for the rejected dressing.

All soiled dressings are to be put in a barrel, marked "Bandage Barrel."

The Wardmasters must have all soiled articles delivered to the Laundry before nine o'clock A.M., with duplicate lists of the same, one of which is to be retained by himself until the articles are returned.

The morning reports must be handed to the Executive Officer every morning at ten o'clock.

The Surgeons must visit the wards under their charge at eight o'clock A.M. and seven o'clock P.M., having their prescriptions upon the Dispensary and orders upon the Kitchen sent in as early as practicable.

The roll will be called in each ward at seven A.M., one P.M., and nine P.M.

All reports for misconduct of the patients must be made to the Executive Officer.

Surgeons will report to the Executive Officer the names of those men whose term of service is out, or within ten days of being out, and hold them in readiness to send away at five hours' notice.

All proposed changes of patients or attendants in the Hospital, of whatever kind, requiring any alteration of the books in the General Office, must be submitted to the Surgeon Commanding or Executive Officer for approval, before the change is made in any of the books or registers.

A bed is not to be declared vacant except in case of death, discharge, return to duty, or transfer.

If a man be a deserter or on furlough, such facts should be stated in the column of remarks on the Morning Report, and only once.

Should there be any deserters or furloughed men,

in order to make the number of diets of any description agree with the number of beds occupied, the number of such deserters or furloughed men should be stated in writing in the diet column.

All men absent without leave will be reported, on their return, to the Executive Officer.

Surgeons, Wardmasters, and others, under no circumstances are authorized to remove the cards of patients from the bed-rack, even when it is known that the patient has left the ward. The authority to remove them must come from the General Office.

No change must be made in the original position or number of a patient's bed without the sanction of the Surgeon Commanding or Executive Officer.

Patients must not be permitted to retain Descriptive Lists in their own possession, they should be turned into the General Office.

Surgeons in charge of wards requiring the services of the Board of Examination, will make a report to the Executive Officer of the name, rank, company and regiment, ward and bed number of candidates, and will accompany the men to the Board-room.

Boards, consisting of three Surgeons each, for the purpose of examining candidates for discharge and for recommending men for transfer to Veteran Reserve Corps, will be appointed by the Surgeon Commanding, and each Board will hold at least one session daily.

The Presidents of each Board will make a full report of their proceedings to the Surgeon Commanding or Executive Officer by six o'clock p.m. of the day on which they hold their sessions.

These reports must state that the sessions were

opened and adjourned in proper form, and also state the names of individuals examined, and decision of the Board. They must be signed by all the members of the Board.

The Boards will be governed in their decisions by existing orders from the War Department in reference to Discharges and Veteran Reserve Corps.

Surgeons are held responsible for all Hospital clothing issued to the wards, and under no circumstance whatever is a man to take Hospital clothing with him from the Hospital. All articles carried away from the wards by the patients transferred to other Hospitals or returned to duty, will be charged to the Surgeon in charge of the ward who receipts for them.

No clothing must be issued to any patient or soldier in the Hospital without the requisition has certified on it that the soldier has not overdrawn his account, except in such cases where the articles are indispensable to carry out the orders of the Government.

Surgeons will take a complete invoice of the property in their wards every Saturday, and report the condition of furniture and property at five o'clock Saturday evening.

They will instruct their Wardmasters not to burn more than three lights in the ward, and at taps to have all lights extinguished except one.

They must see that all Hospital property rendered unfit for further use is turned in to the Steward in charge of the Purveyor's Department.

Resident Surgeons desiring permission to leave the Hospital will register the name of their substi-

tute on the board in the Executive Office. This officer will be looked upon as in charge of the ward temporarily, and will be held responsible for the care of patients, reports, and police of wards. Leave cannot be granted unless the requirements of this order are carried out.

All extra diet tickets must be made out by the Surgeon in charge of the ward, and handed by him to the Steward of the Kitchen. Extra diet must be ordered on the special form for that purpose; the number of the ward and bed will be sufficient to indicate the patient for whom the articles are drawn.

All rations drawn over and above the actual number of patients eating in the wards will be charged to the Surgeon in charge of the ward. If the quantity of any part of the ration is not sufficient, it must be reported to the Executive Officer without delay.

Passes are allowed for distribution among the patients in each ward daily, Sundays excepted, and must be given out at the morning visit. No passes will be granted to patients in bad weather. Patients who break their liberty or return intoxicated or disorderly shall have their names reported for punishment.



GENERAL OFFICE.

The General Office is under the charge of the Assistant Executive Officer, who will see proper order and discipline maintained. He will have charge of the Monthly Reports, the Reports of Sick

and Wounded and Surgical Operations, Muster Rolls and Post Returns. It will be his duty also to audit the accounts of clothing when entered on the Descriptive Lists of patients leaving the Hospital.

One clerk will be detailed as Chief Clerk, who will superintend the other clerks in their regular duties, and see that they are promptly and correctly executed. He will have special charge of the Records of Death, entering therein the name, rank, company and regiment of all deceased soldiers, their hospital number, the date of death and burial, disease, nativity, age, residence and occupation before enlistment, conjugal condition, name and residence of nearest relative, place of burial, and number of the lot and grave. He will keep a record of the gas-meter, giving the exact amount of gas consumed each night.

When patients are received at the Hospital, the Chief Clerk will detail a sufficient number of clerks to assist him in admitting them. As the Chief Clerk calls off the name, rank, company and regiment of each patient, one clerk will record the same on the bed-card, another on the diagnosis sheet, and a third on the checks for their knapsacks or the baggage which they may have. At the same time the weight and height of each patient will be recorded. The patient is then sent to his ward.

No clerk will leave his post in the office during business hours without first obtaining permission of the Chief Clerk or his representative.

One clerk will be detailed in charge of the General Register and Book of Changes, and one clerk as an assistant, who will register the names of all

patients the day they are admitted into the Hospital, giving their rank, company, and regiment, the date of admission, ward and bed number to which they are assigned, and the diagnosis of each patient as reported by the Surgeon in charge of the ward. He will also mark the name, rank, company, and regiment on the card to be placed on the Register Board, and note on another card the occupation of the patient before he enlisted. He will enter in the Book of Changes each day the names of all patients who are sent away from the Hospital, or die, stating therein the name, rank, company, and regiment, hospital number, ward and bed number, and diagnosis of all such patients, stating whether they have been returned to duty, transferred to other hospitals or Veteran Reserve Corps, discharged the service, or have deserted or died. He will make out a list of patients when admitted into the Hospital, arranged alphabetically in States, for transmission to the Medical Director of the Department. He will keep in a separate book a complete list of all deserters, giving the name, rank, company, regiment, hospital number, ward and bed number, diagnosis, and date of desertion of each.

One clerk will be detailed in charge of the Index Book and States List. In the first he will keep a complete record, arranged alphabetically, of all patients admitted into the Hospital, giving the name, rank, company, regiment, ward and bed number of each, also recording therein carefully the date on which each patient leaves the Hospital or dies, stating whether he has been returned to duty, transfer-

red to other hospitals or Veteran Reserve Corps, discharged, or has deserted or died. He will be governed by the same rules regarding the States List, excepting the name will be placed according to the States to which the regiment belongs, and in addition the hospital number of each patient will be recorded.

One clerk will be detailed as Return to Duty and Transfer Clerk. It will be his duty to make out duplicate lists of all men to be transferred to other Hospitals or returned to duty: one list to be handed to the Patrol Guard, who will collect the men from their respective wards, conduct them to the Quartermaster's Department, and have them properly fitted out; the other list to accompany the men when sent.

He will see that all the Descriptive Lists are forwarded with the men, and when full ones have not been received at the Hospital that Partial Descriptive Lists are made out. He will make a correct report to the Register Clerk and the Clerk in charge of the Index Book and States List of all patients that leave the Hospital, to enable them to enter the changes on their books. After the patients have left the Hospital he will remove the cards from the Register Board and take the bed-cards from the wards, which he will arrange according to the ward number, and preserve them for future reference.

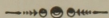
One clerk will be detailed in charge of the Clothing Account, who will enter on the Descriptive Lists (from the Quartermaster's Book of Clothing) of those patients about to leave the Hospital, the money value of all clothing drawn by said patients while in the Hospital.

One clerk will be detailed in charge of the Descriptive Lists, who will carefully arrange the descriptive lists of all patients in the Hospital according to the ward and bed number of said patient. Each descriptive list will be placed in an envelope by itself, the ward and bed number being indorsed on the envelope. As soon as patients arrive, he will make a report of those who are without descriptive lists, in order that they may be written for. When descriptive lists have been received, he will mark the letter D on the register card of the patient to whom the descriptive list belongs, indicating that the patient has a full descriptive list. If only a partial descriptive list has been received, the letter P will be placed on the card. He will keep a separate record of all patients whose descriptive lists have been received at this Hospital, giving the date the descriptive lists were received and the date they were sent away from the Hospital. When a descriptive list has been received belonging to a soldier who has left the Hospital, he will report the fact to the Chief Clerk, that it may be forwarded to where the patient has been sent, and the date of reception and of transmittal of such descriptive list must be recorded.

One clerk will be detailed in charge of the Pay Rolls, who will on pay day place opposite the name of each patient on the retained copy the amount of money received, and afterward carefully transcribe said amounts on the descriptive lists of said patients. When a patient has no full descriptive list, he will make out a partial one for that purpose.

One clerk will be detailed as Recorder of the Boards convened for the examination of patients

for transfer to the Veteran Reserve Corps and for discharge. He will be present at each meeting of the Board, and will take the name, rank, company, and regiment of every man recommended for discharge, stating the date of his admission into the Hospital, the length of time off duty, post-office address of his nearest relative, the disease and degree of disability, and, after the adjournment of the Board, will make out a correct and complete list to be forwarded to the Executive Officer for his approval.



PASS OFFICE.

The Pass Office is under the charge of a clerk detailed as Pass Clerk.

Three kinds of passes are issued from this office: daily, special, and evening passes.

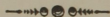
The daily passes are issued to the patients upon the requisition of the Surgeons in charge of wards, and to the Veteran Reserve Corps upon requisition of the Commanding Officers of the companies. These passes are good from nine A.M. until six P.M. Ten passes are allowed to each ward and thirty to the Veteran Reserve Corps. Those issued to patients are colored red. The special passes are issued to patients upon requisition of the Surgeons, approved by the Surgeon Commanding, Executive, or Assistant Executive Officer, and are good for any specified time not exceeding twenty-four hours. Evening passes are issued to wardmasters and nurses on re-

quisition of the Ward Surgeons, good from six to half-past nine P.M.

The Pass Clerk will record in a book set apart for that purpose, the name, ward and bed number of all who receive passes, and will report to the Executive Officer the names of all patients whose passes are not returned when due.

In addition to the above-mentioned passes, the following are given by the Surgeon Commanding, retained general passes to those whose duties require them frequently to leave the Hospital.

Sunday passes, good from one P.M. to half-past nine P.M., to those whose duties require them to be confined to the Hospital and do not get daily passes during the week; and church passes, good from ten A.M. until two P.M., for the purpose of attending the Catholic church outside the Hospital.



QUARTERMASTER'S DEPARTMENT.

First.—Clothing and Equipage.

The Steward in charge of this Department is responsible to the Surgeon Commanding for all the clothing, camp and garrison equipage in store; he must issue clothing to the enlisted men on requisitions made by Surgeons in charge of wards, and approved by the Executive Officer, and will witness the Clothing Receipt Rolls, which are made in duplicate, and retain a triplicate copy in the Clothing

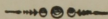
Book, with alphabetical index, where the cash value of each issue must be charged, so that it may be transcribed on the Descriptive Lists.

Duplicate returns of the above property, with invoices, abstracts, and vouchers, are to be forwarded to the Quartermaster-General's Office, Washington, monthly.

Second.—Quartermaster's Property.

The Steward in charge of this part of the Quartermaster's Department must keep an accurate account of all the stores on hand, such as fuel, straw, furniture, means of transportation, building material, blacksmith's and carpenter's tools, etc., of which he will take inventories at stated periods, and preserve such articles broken, worn out, etc., so that they may be inspected and condemned by an Inspecting Officer.

Monthly returns of this property are to be made the same as the clothing and equipage returns, and forwarded to the Quartermaster-General.



KNAPSACK DEPARTMENT.

The Steward in charge of the Knapsack Department will keep an account of all ordnance property brought by the patients.

He will see that the knapsacks are placed in their appropriate boxes, properly checked.

Days for issuing Clothing to Patients from the Knapsack Department.

	WARDS.	TIME.	WARDS.	TIME.	WARDS.	TIME.	WARDS.	TIME.
TUESDAY, A.M.	1 & 2	8 to 9	3 & 4	9 to 10	5 & 6	10 to 11	7 & 8	11 to 12
Do. P.M.	9 & 10	1 to 2	11 & 12	2 to 3	13 & 14	3 to 4	15 & 16	4 to 5
THURSDAY, A.M.	17 & 18	8 to 9	19 & 20	9 to 10	21 & 22	10 to 11	23 & 24	11 to 12
Do. P.M.	25 & 26	1 to 2	27 & 28	2 to 3	29 & 30	3 to 4	31 & 32	4 to 5
SATURDAY, A.M.	33 & 34	8 to 9	35 & 36	9 to 10	37 & 38	10 to 11	39 & 40	11 to 12
Do. P.M.	41 & 42	1 to 2	43 & 44	2 to 3	45 & 46	3 to 4	47	4 to 5

Patients drawing on TUESDAY will retain all they draw until the following TUESDAY.

“ “ THURSDAY “ “ THURSDAY.

“ “ SATURDAY “ “ SATURDAY.

Wardmasters will go with the men to the Knapsack-room on the regular days for drawing.

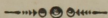
PURVEYOR'S DEPARTMENT.

The Steward in charge of this Department is responsible for all property in store, which he will issue on orders approved by the Executive Officer.

He is also responsible for all such property in the different wards and departments. Inventories must be made when requisite; he also must keep a debit and credit account with each ward and department separately.

The broken and worn-out Hospital furniture, etc. is to be preserved for inspection and condemnation, the same as in the Quartermaster's Department.

He must also make out the Annual Returns, to be forwarded to the Surgeon-General.



DISPENSARY DEPARTMENT.

The officers and clerks employed in this Department, when the Hospital has its complement of patients, are as follows, viz.: one Steward in charge, one clerk as assistant to steward, one apothecary and assistant in the Laboratory, six apothecaries in the Dispensary, each being in charge of eight wards, one attendant to police the Dispensary and keep it in a proper and cleanly condition.

All the prescriptions are to be compounded by the apothecaries in the Dispensary, each one attending to the prescriptions of his own division (represent-

senting about five hundred patients), and assisting each other as circumstances may require.

Each ward has a box and tray in the Dispensary, with the ward number marked on it. In the tray are placed the prescriptions, and afterward the medicines for the ward. The Wardmaster or nurse must remove the tray containing the medicines to his respective ward, and after distributing them to the patients, return the tray to its proper place in the Dispensary.

All preparations manufactured in the Laboratory should be under the immediate supervision of the Steward.

All medicines in bulk are kept in the Store-room, and must be issued only by the Steward.

The liquors of every description are placed in a separate room, known as the "Wine-room." The Steward must issue all liquors used in the Hospital, making a daily return to the Surgeon Commanding of the quantities issued.

The Dispensary is divided into six divisions, each division being a duplicate of the other, representing in itself an entire assortment of medicines necessary to compound any ordinary prescription. Thus the apothecary is not compelled to leave his division.

It is the duty of each apothecary to see that his ward prescription bottles are properly labeled, and all deposited in their appropriate trays. He is also required to keep his division in thorough working order.

All orders for liquors, dressings, and supplies of any kind whatever from Surgeons in charge of wards, must be duly noted and filed, and from these

orders a summary or tabular statement is to be made at the end of each month, showing an account of the expenditure of each ward with the Dispensary Department for the current month, with the sum total of each article carried out, with the aggregate quantities expended in the whole number of wards, which statement must be submitted to the Surgeon Commanding.

Duplicates must be taken of the liquor orders received in the morning, from which labels are to be written designating the ward, number of bed, quantity and kind of liquor ordered, with date and name of Surgeon in charge of ward.

The liquors are then placed in the distributing car which leaves the Department at half-past ten o'clock A.M.

To avoid mistake, each Wardmaster at the time of receiving the liquors for his ward should receive a duplicate order.

An inventory of instruments, appliances, etc. drawn from the Dispensary Department for use in the wards, must be taken weekly, and anything destroyed or mislaid must be accounted for by the Surgeon in charge of ward.

The Steward's quarters are in the Department, and he must attend to the compounding of medicines in cases of emergency during the night.

The Steward must keep an account of all invoices received from the Medical Purveyor, and be able to give an account of all medicines, dressings, etc. used in the Hospital during any specified time.

COMMISSARY DEPARTMENT.

The Steward of the Commissary Department must keep an accurate account of all articles received and expended in his Department, and report any deficiency in quantity or quality.

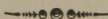
He will also keep an account of the money received for the sale of refuse, to be turned into the Slush Fund.

In all issues of provisions he will be guided by the table furnished him.

In making out the Provision Return he will see that the number of rations drawn tallies with the Morning Report of enlisted men and contract nurses in the House.

Every man on full diet is allowed as much as he can eat, but no waste is permitted.

He will make a daily report to the Surgeon Commanding of all articles received during the day.



KITCHEN DEPARTMENT.

The Steward of the Kitchen must draw the total amount of rations in bulk from the Commissary Department for each day's consumption. He will see that the food is properly cooked. He will be allowed a sufficient number of men to assist in the kitchen and distribute the food to the wards and dining-rooms. He will be careful to see that there is a sufficient quantity served for the full diet, also that there is no waste.

LAUNDRY DEPARTMENT.

The Steward in charge of the Laundry must make out a monthly report of all clothes sent to and received from the Laundry, as well as the condition of the clothes when returned.

He will see that an accurate inventory is kept of all clothes stored in the Linen-room.

He must keep an account of all clothes received and delivered to each ward and department.

The clothes must be delivered to the wards in the following order:

Wards 1 to 13, Thursdays.

14 to 25, Fridays.

26 to 37, Saturdays.

38 to 47, Mondays.

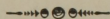
The wards must turn in clothes to Laundry in the following order:

Wards 1 to 13, Wednesdays.

14 to 25, Thursdays.

26 to 37, Fridays.

38 to 47, Saturdays.



ENGINEER'S DEPARTMENT.

This Department is under the charge of one Engineer as chief, and two Assistant Engineers.

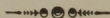
The Chief Engineer will have charge of the steam-

boiler, steam-engine and pump, superintend all repairs, and keep the gas-register.

The First Assistant Engineer will have charge of the fire-alarm battery, gas-pipes and lights, steam-pipes and water-tanks, and keep them in thorough repair.

The Second Assistant Engineer will have charge of the hot and cold-water pipes, the drains, stoves and stove-pipe, and see that they are at all times in good condition.

A sufficient number of men will be detailed to assist the Engineers.



CARPENTER'S AND PAINTER'S DEPARTMENT.

This Department is under the charge of a Hospital Steward.

All carpenters and painters, patients in the Hospital, who being disabled are unfit for duty with their regiments, but are able to do light duty, will be detailed temporarily in the Carpenter or Painter's Squad.

All orders for repairs or new work must be approved by the Surgeon Commanding.

The Steward will have charge of all material and property for repair.

He will make a daily report to the Surgeon Commanding of all the work done and the names of the men in the squads under his charge.

POST-OFFICE.

The mail will be carried to the different wards every morning, and on Saturdays both morning and evening, and delivered to the patients by the Post-office Messenger.

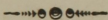
Patients should be particular to have their letters addressed to their wards, and also have their rank, company, and regiment put on them, as it will save much time and labor.

OFFICE HOURS.

9 to 11 $\frac{1}{2}$ A.M.

2 $\frac{1}{2}$ to 4 $\frac{1}{2}$ P.M.

All business transacted at the delivery window. No one should be admitted inside the Post-office except those in charge.



GENERAL POLICE SQUAD.

The Police Squad will be made up of convalescents unfit for duty with their regiments, and of all prisoners in the Guard-house who have been sentenced to perform labor as punishment for misconduct.

They will be required to keep the ground in good order, and be employed in yellow-washing the buildings.

The Squad is divided into three special details, each under the charge of a competent man, as follows:

Police Squad to police the grounds around the Hospital within the inclosure.

Fire Squad, whose duty it is to attend to the fires in the corridors.

Corridor Squad, whose duty it is to keep the corridors in a cleanly condition; all corridors to be swept once daily, and scrubbed three times a week.

The Prison Squad, composed of men under sentence for drunkenness, disorderly conduct, or absence without leave, is also under the direction of the Sergeant in charge of General Police Squad, whose duty is to do all such work as may be required of them, principally yellow and white-washing.



DUTIES OF THE SENIOR CHAPLAIN.

He will have charge of the Chapel and Government property in the Chapel.

No person other than the Chaplains of the Hospital must use the Chapel without first getting permission of the Senior Chaplain.

He will regulate the time for holding Sunday School classes in the School-room, so that it will not interfere with the services in the Chapel.

He will assign the south room on the platform for the use of the ladies, teachers of Sunday School classes.

He will regulate and divide the duties of the at-

tending Chaplains, that every ward in the Hospital will be visited at least once daily, and more frequently if necessary.

Each Chaplain will report daily to the Surgeon Commanding the Hospital the number of wards visited by him during that day.

All other duties belonging properly to his Department are under his management.

He will report to the Surgeon Commanding any difficulties or interference by others with his duties.

The Chaplains are not allowed clerks, and will in all cases do their own writing.

In the absence of the Senior Chaplain, the next in rank will assume temporarily his duties.

In accordance with circular from the Surgeon-General U.S.A., the Chaplains will see that before the coffin containing the body of any deceased patient is closed, there is affixed upon the breast of the deceased a strong card, on which will be legibly written the full name of the man, and the rank, company, and regiment to which he belonged.

When a soldier is dangerously ill, the Chaplain will ascertain the name of such patient's relatives or friends, also take a note of his age, place of nativity, with such other information as may be necessary to carry out the proper form in case of death. He will also at once address a letter to the patient's relatives or friends.

It is also the duty of the Chaplains to personally inspect the remains of every deceased soldier or patient in the Hospital, to see that every care is taken to have the body properly prepared for burial.

INSTRUCTIONS TO THE OFFICER OF THE DAY.

1st. The term of service of the Officer of the Day will be for twenty-four hours, commencing with guard mounting.

2d. His station will be the room of the Officer of the Day, except between the hours of eight and nine A.M., twelve and one P.M., and six and seven P.M.; and when absent in discharge of his duties, his Orderly must always answer for his whereabouts.

3d. He must be at the gate on the arrival and departure of all trains to attend to visitors, and to examine and decide upon doubtful passes. Should any packages be brought in either by patients, nurses, or visitors, he will see that they are examined, and that all prohibited articles are confiscated. Visitors' packages are to be examined in the Reception-room, those of patients and nurses at the gate.

4th. He must be careful that the guards allow no one to pass without a permit, and he must see that no lounging is permitted between Ward 3 to Ward 47 and the outside gate.

5th. Visitors will be shown to the Reception-room, where all inquiries for relatives or friends will be answered. They will not be allowed to visit the patients in any ward without the permission of the Surgeon in charge of the ward. Any articles they may have for the use of the patients will be deposited in the Commissary Department, subject to the orders of the Surgeon Commanding. In no instance will

they be permitted to take articles of diet or drink in the wards.

6th. The keys of all the gates in the Hospital fence will hereafter be kept in the Guard-room, under the charge of the Officer of the Guard. Whenever a key is taken out it must be by a member of the guard, who will keep it in his possession and act as sentry at the open gate until it can be closed. The Officer of the Day will see that this order is strictly enforced, that a gate is never opened except by the proper authority, and that there is always a guard placed at every open gate.

7th. He must be at the Depot during the reception and discharge of patients.

8th. No passes will be issued on Sundays, either to the Veteran Reserve Corps or patients, except directly by the Surgeon Commanding, or in his absence, by the Executive Officer.

9th. Under no consideration whatever is a man to take Hospital clothing from the Hospital.

10th. Firemen are to be organized from the guards and attendants. Upon the sound of the fire alarm they will at once repair to their respective stations. The fire-buckets must always be kept filled, and the hose at all times ready for immediate use.

11th. He must see that all the lights in the wards are extinguished at taps, except one in each ward and one in the water-closet.

12th. He must see that order is preserved in the Hospital, and arrest any one for drunkenness or disorderly conduct. Should any sentry be found neglecting his duty, he must be relieved and placed under arrest.

13th. The Officer of the Day will inspect the Guard-room daily, and have it scrubbed on Monday, Wednesday, and Friday.

14th. Prisoners are to be at once placed in the cells, and kept there until tried.

15th. A detail of prisoners will scrub the entire Guard-house every morning at six o'clock, except in wet weather, and police the grounds in front.

16th. The diet of the Guard-house will be bread and coffee for breakfast, bread and water for dinner, and bread and tea for supper.

17th. No prisoners are permitted to be in the ante-room of the Guard-house.

18th. The Officer of the Day will make a full written report of his day's duty to the Executive Officer by ten o'clock of the day upon which his term of duty expires.

19th. He will inspect the guard at retreat, and see that the Officer of the Guard is provided with the countersign.

20th. He is referred to paragraphs 405, 406, 428, 429, and 568 of the Revised Army Regulations for further instructions.

21st. The Veteran Reserve Corps on duty at the front gate must not be allowed to lounge about the entrance, or on any account to sit down while on duty.

22d. The Officer of the Day must inspect the rations of the V. R. C. Guard, and report to the Executive Officer any complaint of deficiency or quality.

RULES FOR SUNDAY VISITORS.

1st. Visitors from a distance, and those wishing to see patients very ill, must be taken to the Reception-room.

2d. Visitors wishing to see officers must be taken to the Reception-room, and their names taken to the officer inquired for.

3d. Should the Officer of the Day not be present, the Messenger of the gate will see that these rules are carried out.

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